

ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD ENDING
24 May - 30 May 1984I. Items or Events of Major Interest that have Occurred During the
Preceding Week

A. Presidential Visit Coverage: P&PD, Photography Branch, personnel provided photographic and television coverage of the Presidential visit on Thursday, 24 May. The inside activities were covered by still photographers, and the groundbreaking ceremony was covered by both the still photographers and Motion Picture/TV Center personnel. Videotapes are being titled and edited. No decision has been made regarding distribution of photographs and videotapes.

B. Building Leak: The holiday weekend weather caused a muddy mess at P&PD. The contractor installing the new utilities into the P&P Building failed to seal the opening through the foundation wall after the pipes were installed. As a result, the heavy weekend rains washed construction mud into the GSA Mechanical Room (G-5) and into parts of the Photography Branch. The mud was at least 1/4" deep in places. The contractor's crew started scraping and shoveling mud on Tuesday morning, 29 May. GSA will provide additional cleanup service. In addition, the water created a sea of mud in front of the P&P Building entrance, inconveniencing both customers and P&PD employees. The mud has not created a production problem.

C. COM Center Air Handler: The P&PD COM Center in GJ-4004 Headquarters experienced a problem with the air handler on Friday night, 25 May, causing the temperature to rise above 90°. Fortunately, the payroll and other priority jobs were completed before "shutdown" was required. The Center was back in operation on 29 May.

D. ADP Activities: The new P&PD MIS is undergoing testing with "live" data and is working well. P&PD employee training is scheduled for 30-31 May, 5-6 and 12-13 June. Installation of the new Delta Data 8260 terminals is scheduled to begin next week.

E. Micrographic Activities: P&PD representatives visited the Department of Justice to discuss the possibility of converting 60 cubic feet of documents to 35mm microfilm. The documents consist of 135,000 legal format pages filed numerically by year. A draft Memorandum of Agreement is being prepared.

F. Copier Activities: Installation of a Xerox 9900 for a 60-day trial was completed on 24 May in the Bindery and Reproduction Center, GJ-56 Headquarters. Xerox will provide extensive training to key operators. OL/P&PD is a Beta Test Site for this machine.

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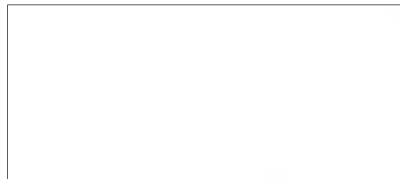
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G. QC Activities: The latest issue of the OL/P&PD QC Newsletter was disseminated Tuesday morning, 29 May.

II. Significant Events Anticipated During the Coming Week

None

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